

The Global Standard of Achievement for Information  
Systems Audit, Control and Security Professionals.

# CISA<sup>®</sup>

## Certified Information Systems Auditor

Presented by **Michael Matthew**

This five-day training program provides an intense environment in which participants can acquire, thoroughly and properly, the skills and knowledge expected of a world-class information systems audit, control and security professional. In the process the course provides outstanding preparation for the CISA exam.

**CISA<sup>®</sup>**  
**Certified Information Systems Auditor**

**Enhanced CITREP Endorsed**

Terms & Conditions apply

*CISA wins the Best Professional  
Certification Program in 2009*

*- SC Magazine*

**Singapore**  
**16-20 April 2012**



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# CISA<sup>®</sup>

## Certified Information Systems Auditor

### BACKGROUND

Since 1978, the ISACA<sup>®</sup> Certified Information Systems Auditor (CISA) program, has been the globally accepted standard of achievement among information systems (IS) audit, control and security professionals. The technical skills and practices that CISA promotes and evaluates are the building blocks of success in the field. Possessing the CISA designation demonstrates proficiency and is the basis for measurement in the profession. The CISA certification together with the related CISM certification has recently been accredited by ANSI, the American National Standards Institute, under ISO/IEC 17024:2003, General Requirements for Bodies Operating Certification Systems of Persons.

### COURSE DESCRIPTION

This special 5-day training program provides an intense environment in which participants can acquire, thoroughly and properly, the skills and knowledge expected of a world-class information systems audit, control and security professional. In the process the course provides outstanding preparation for the CISA exam.

But whether or not you intend to immediately sit for the CISA exam, this course is a powerful way to equip yourself with the knowledge of the five core competencies that define the successful information systems auditor.

### COURSE OBJECTIVES

This course has been independently commissioned with three objectives:

1. To provide an in-depth understanding of the tasks and knowledge expected of a world class information systems auditor.
2. To provide candidates with a clear understanding of the CISA examination and certification processes.
3. To maximise your prospects at the CISA exam if you choose to sit it.

### WHAT YOU WILL RECEIVE

- Official CISA Review Manual
- CISA Practice Question Database v11
- Email support after the course (up to two hours per participant)

[www.pdatrain.com.sg](http://www.pdatrain.com.sg)

### WHO SHOULD ATTEND

The CISA designation is for Information Systems Audit professionals who have 5 years of front-line experience with the audit of information systems.

### COURSE STRUCTURE

This 5-day course is structured to follow the CISA content areas and provide students with simulated examination practice. The course covers each of the core competencies and associated tasks and knowledge statements, thereby ensuring a detailed and thorough coverage of all areas that will be tested. The fundamental thrust of examination is on understanding the concepts, not on memorising facts. As a result, the course will be presented in an interactive manner to ensure the underlying concepts are understood and examination questions can be analysed properly to achieve the correct answer.

### IN HOUSE TRAINING

This course is available for in-house presentation if you have a group of people who need training in CISA. For more details please contact [learn@pdatrain.com.sg](mailto:learn@pdatrain.com.sg)

### CISA EXAM

The CISA exam is set, administered and marked by ISACA, the Information Systems Audit and Control Association<sup>®</sup> ([www.isaca.org](http://www.isaca.org)). The exam is held twice per year in June and December and exam registrations close around 2 months prior. If booking directly with ISACA you must register before the Exam Closing Date. ISACA does not accept late registrations under any circumstances.

# CISA<sup>®</sup> Certified Information Systems Auditor

## Course Content

### 1 Achieving CISA Certification

- Certification Prerequisites
- Examination Information
- Applying for Certification
- Maintaining Certification

### 2 The Process of Auditing Information Systems

The aim of the area is to provide audit services in accordance with IT audit standards to assist the organisation in protecting and controlling information systems. Areas examined include:

- Management of the IS Audit function
- ISACA IS Auditing Standards and Guidelines
- Risk Analysis
- Internal Controls
- Performing an IS Audit
- Control Self-assessment
- The Evolving IS Audit Process

*Practice Questions; Review of Practice Questions;  
Reference Materials and Glossary*

### 3 Governance and Management of IT

The aim of the area is to provide assurance that the necessary leadership and organisation structure and processes are in place to achieve objectives and to support the organisation's strategy. Areas examined include:

- Corporate Governance
- IT Governance
- Information Technology Monitoring and Assurance Practices for Board and Senior Management
- Information Systems Strategy
- Maturity and Process Improvement Models
- IT Investment and Allocation Practices
- Policies and Procedures
- Risk Management
- IS Management Practices
- IS Organizational Structure and Responsibilities
- Auditing IT Governance Structure and Implementation
- Business Continuity Planning
- Auditing Business Continuity

*Practice Questions; Review of Practice Questions;  
Reference Materials and Glossary*

### 4 Information Systems Acquisition, Development and Implementation

The aim of the area is to provide assurance that the practices for the acquisition, development, testing, and implementation of information systems meet the organisation's strategies and objectives. Areas examined include:

- Business Realization
- Project Management Structure

- Project Management Practices
- Business Application Development
- Business Application Systems
- Alternative Forms of Software Project Organization
- Alternative Development Methods
- Infrastructure Development / Acquisition Practices
- Information Systems Maintenance Practices
- System Development Tools and Productivity Aids
- Process Improvement Practices
- Application Controls
- Auditing Application Controls
- Auditing Systems Development, Acquisition and Maintenance

*Practice Questions; Review of Practice Questions;  
Reference Materials and Glossary*

### 5 Information Systems Operations, Maintenance and Support

The aim of the area is to provide assurance that the processes for information systems operations, maintenance and support meet the organisation's strategies and objectives. Areas examined include:

- Information Systems Operations
- Information Systems Hardware
- IS Architecture and Software
- IS Network Infrastructure
- Auditing Infrastructure and Operations
- Disaster Recovery Planning

*Practice Questions; Review of Practice Questions;  
Reference Materials and Glossary*

### 6 Protection of Information Assets

The aim of the area is to provide assurance that the organisation's security policies, standards, procedures and controls ensure the confidentiality, integrity and availability of information assets. Areas examined include:

- Importance of Information Security Management
- Logical Access
- Network Infrastructure Security
- Auditing Information Security Management Framework
- Auditing Network Infrastructure Security
- Environmental Exposures and Controls
- Physical Access Exposures and Controls
- Mobile Computing

*Practice Questions; Review of Practice Questions;  
Reference Materials and Glossary*

### 7 Examination Administration and Techniques

Topics:

- Examination Administration
- Examination Techniques
- Frequently Asked Questions

# Instructor Michael Matthew

## Information Technology Security Specialist

Michael Matthew is extremely qualified in the area of IT and Audit having worked as both a finance (accounting) and IT professional for most of his career including in roles of Chief Information Officer and Finance Director. His area of specialty also includes all areas of risk management - especially IT risk management.

Formerly a partner with Arthur Andersen, one of the original 'Big 4' accounting firms where he was responsible for their Risk Management practice in Sydney, Michael now is Director of his own business-consulting practice providing out-sourced finance department services to a range of companies.

Michael specialises in running facilitation sessions for companies in terms of planning (IS and other) and helping resolve problems, particularly with projects that have 'run off the rails'. In addition, he conducts a range of management training programs. Current and recent clients include Macquarie University, National Insurance Brokers Association (NIBA), Premier Media Group (Fox Sports), News Limited, IAG (major insurance company), Australian Rugby League Foundation, Fox Studios, Westpac, NAB and KPMG. One of his major clients since leaving Arthur Andersen was the IT Advisory (includes IT Audit and

security) practice of KPMG where he operated as a 'skills coach' for Australia and New Zealand for over 9 years. He still skills coaches for a number of other professional services firms, internal audit departments and IT departments.

In terms of academic qualifications, Michael is a visiting lecturer in Information Systems for a number of Masters Courses at Macquarie University's and is one of the University's highest rated lecturers. He is also the Manager, Online Programs Graduate Studies Office (GSO) in the Faculty of Business and Economics at Macquarie University responsible for GSO's online offerings. Michael is also a visiting lecturer teaching in Information Systems in Business and IT Audit, Security and Control.

Finally – just to complete the picture - Michael also lectures in the 'History of Australian Sport' in a Masters program at the International College of Management.

Michael is described as an 'interesting' and entertaining speaker who has won numerous best paper awards. At Arthur Andersen's he was the highest rated instructor (worldwide) in his area of specialty. He 'lives' by the creed of his hero: Jesse 'The Body' Ventura (ex-WWE wrestler, former Governor of Minnesota and perennial Presidential aspirant): "You've gotta tell it like it is".

### HOW TO REGISTER

-  Register Online  
[www.pdatrain.com.sg](http://www.pdatrain.com.sg)
-  Send your details by email  
[learn@pdatrain.com.sg](mailto:learn@pdatrain.com.sg)
-  Fax the Enrolment Form below to:  
**Fax: 6227 2885**  
**From any other country 65 6227 2885**
-  Any queries please call Customer Service  
**Tel: 6227 2883**  
**From any other country 65 6227 2883**
-  Post the completed Enrolment Form to:  
**PDA Professional Development Associates Pte Ltd**  
 Penthouse Level, Suntec Tower Three,  
 8 Temasek Boulevard, Singapore 038988



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### COURSE DETAILS

**FEES:** (per delegate) **\$\$**

CISA™ Certified Information Systems Auditor	Course	Exam
Standard Fee	3950 +GST	861 +GST
ISACA Members*	3555 +GST	665 +GST

\*An admin fee of \$60 applies for exam-only registrations

**NOTE**

- To claim these reduced fees you must quote your ISACA membership number on the enrolment form. If you are currently not an ISACA member and wish to become one, please refer to the ISACA Singapore Chapter [www.isaca.org.sg](http://www.isaca.org.sg)
- Payment MUST accompany exam registration unless other arrangements have been made. Please note that there is an admin fees of \$50+gst for exam registration only. Both course and exam must be paid by PDA to apply for the Expanded CITREP funding support.
- The deadline for registration for the December 2011 CISA exam is 5 October 2011. If you wish to register for the exam via PDA then your registration MUST be received and paid to PDA by 21 September 2011. Thereafter you must register direct with ISACA Head Office. Please note that ISACA WILL NOT accept late registrations under any circumstances.

**COURSE INFORMATION:** The course is held from 9.00am to 5.00pm with registration from 8.30am on the first day. Upon enrolment you will be sent a confirmation letter giving full details.

**TERMS:** The course is of limited class size. To ensure admission, fees must be paid in advance or else an official Purchase Order Number must be supplied. Fees include tuition, lunch, coffee breaks and all course materials. An invoice will be forwarded to you upon receipt of enrolment.

**CANCELLATIONS:** Cancellations of the course fee will be accepted up to 10 working days before the course. After that time no refunds can be given but substitutions can be sent at any time. Cancellations of the examination are not refundable as per ISACA rules.

**CITREP EXPANDED:** CITREP Expanded supports:

- Critical & Emerging Infocomm Skills @ up to 50% of the course and/or exam fees, capped at \$2500 (course and exam) / \$500 (exam only) per trainee.
- Applicable to Singapore citizens and permanent residents.
- Valid for courses and examinations commencing on or before 31 March 2013. Terms and conditions apply. Please visit [www.ida.gov.sg/citrep](http://www.ida.gov.sg/citrep) for full details.

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2	Mr/Mrs/Miss/Ms	
	Email	Mobile

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1.  Cheque payable to *PDA Professional Development Associates Pte Ltd* 2.  Purchase Order No.: \_\_\_\_\_

<b>Person Making Booking:</b>	Mr/Mrs/Miss/Ms	<b>Send Invoice To:</b>	Mr/Mrs/Miss/Ms
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	Phone		Phone
	Email		Email